

Employment SECURITY



Job Search Guide

The *Job Search Guide* on pages A-1 through A-4 includes practical advice to aid in marketing yourself, skills, and knowledge. It includes tips for updating your resume, writing a cover letter, and practicing your interview skills.

Marketing Yourself, Your Skills, Your Knowledge

Practical Advice For Job Hunters

It is not uncommon to be looking for work. Whether you are changing jobs or looking for your first job it may not be easy. Two of the most important things employers look for in potential workers are experience and skills related to the job

- Gaining experience in the workplace
- Stay confident** - The longer you are looking for work the harder it feels. Try to remember the skills you have are valuable. If possible think of the job hunt as a challenge and an opportunity to find out what you are interested in.

Talk to someone - If you are unsure about your career path, or field of work you wish to enter, there are people who you can talk to for advice. Try your career/guidance advisor, teacher, parent or you could talk to a counselor at your local NHES office.

Look after yourself - Part of staying positive is looking after yourself. Try and find time in the day to chill out and do something you enjoy. It may be hanging out with friends, listening to music, going for a walk, or reading a book. Eating well and exercising are also important ways to look after yourself.

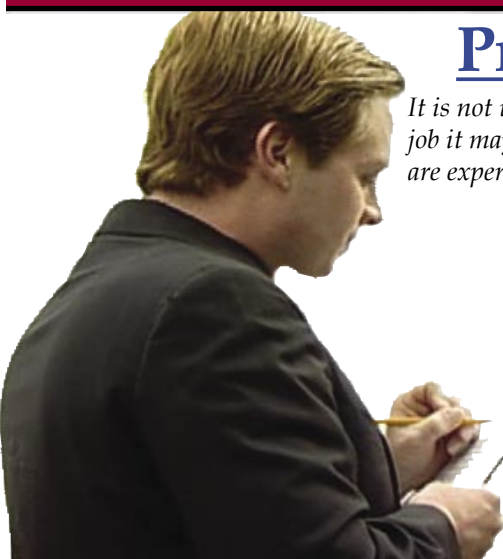
Look in a range of places for jobs advertised - There are lots of places you can look for work. A few of these include:

- Newspaper
- Internet job sites
- NHES

Approach organizations/people - As well as applying for jobs advertised you may want to approach organizations or people who you are interested in working with. It is not uncommon for positions to be available, but they have not yet been advertised. Approaching the organization also lets people know you are enthusiastic.

Add to your skills - This increases your chance of getting work.

Create your own work - You may want to create your own work.



Following are some suggestions that may help you to get experience and find the job you are looking for.

Volunteering - Volunteering is a good way to get on-the-job experience, and it may also help you decide if that field is one you want to work in. Some of the benefits of doing volunteer work may include:

- Learning new skills
- Increasing the number of references available to you

Think of what your goals are, the skills you have and then match this up with what is needed in your local area. There are many reasons you set goals for yourself. Some of these may be to:

- Help plan your time
- Balance all the things happening in your life
- Record your achievements.

People set goals in their study, work, sporting life or personal life. Goals can be set for the short term or longer term. An example of a short-term goal might be to finish an assignment by the end of the week or to exercise 3 times a week, while a long-term goal might be to get into a particular college course, get a certain job or reach the finals at the end of a sports season. Setting one or more goals for yourself may help you to manage your day-to-day life.

Setting your goals

When setting a goal for yourself it is a good idea to make your goal:

Realistic and achievable - To do this it might be useful to brainstorm how you can achieve your goal. You may also find that talking to someone you trust about your goal helps to keep it

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achievable. You may want to talk to a teacher, parent, friend, sports coach or counselor. If you are working you might be able speak with someone in your workplace.

Specific and measurable - The more detailed your goal is the more able you are to gauge whether you have achieved it. If you are able to measure your goal you can then celebrate when you have achieved it.

Working within a time frame - To help you focus on achieving your goal it may be helpful to have a time frame for achieving the goal. Try to make sure it is a realistic span of time.

Writing down your goal and keeping it in a place you can see it may also help you remain focused.

Reaching your goals

It can be a great feeling when you reach your goal and it is important to acknowledge your achievement. Everybody does this differently. Some people reward themselves by doing something they enjoy. For example after they finish a major project they may have a night out with friends or buy a CD.

Sometimes, we may not achieve the goal we have set. It is normal to feel disappointed. However, try not to be too hard on yourself. There may be a number of reasons why you haven't reached it. It may help to look at other ways for achieving your goal. It may be that you didn't get into the course you wanted to. An example of doing something different may be to do a similar course then transfer or re-apply later. You may also be able to get work experience in the area you are interested in, which will then place you in a better position to re-apply later.



MANAGING TIME -

How To Tips

Meeting deadlines for work and school can sometimes seem overwhelming. Managing your time may help you to be more organized and meet the deadlines you have. Here are some suggestions for maximizing the time you have available:

Set goals - It may be a good idea to think about what you need and want to do with your time. From this you can set your goals, which may help you to manage your time more effectively.

Project plan - Ever had a big project to do for work or school and didn't quite know where to start? It may help to write down all the things you need to do to complete the project and list the order in which you can do this. This can give you some direction and help you to form a timeline.

Use a journal - Writing down appointments, homework or things you have to do may help you to keep track of what's going on. This way you may avoid things catching you by surprise. Use a wall calendar - Having a calendar that shows everything during the month, or even the year, might help remind you of events that are coming up.

Switch the phone or email off! - If you find that you are being distracted by the phone or emails, it might help to disconnect it or put the answering machine on for a while. You can always call people back later.

Be flexible - Sometimes situations change and you may need to re-adjust your goals or work plan to fit in with the changes.

Balance your time - Having a balance of activities in your life may help to avoid you burning out. It is a good idea to find time for relaxing, being active and hanging out with friends. Spending time relaxing or re-energizing yourself may help you with your work and study.

Talk to someone - It is not uncommon to have lots of things we need to get done and this may make it difficult to manage your time. If you are finding these hard it may be helpful to talk to a parent, teacher, friend, or counselor.

"Reach Out! (www.reachout.com.au) is an internet-based service that inspires young people to help themselves through tough times."